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CHANGES TO PRESENT COURIER SYSTEM:

1. ✓ Reorganization and division of supervision. Now have 3 couriers:  
✓ supervisors, but who are not assigned specific men.
2. ✓ Eliminate  $\frac{1}{2}$  the Shuttle runs between Langley & D. C. This  
✓ eliminates 2 couriers, 1 truck driver. Make four round trips daily.
3. ✓ Combine OCR & RQM Cable runs. OCR run performing two pickups in  
✓ State to be delivered to Cable Branch, New Building. State should  
deliver? Eliminates 1 courier.
4. ✓ Printing Services Division Run #2 FEIS. Eliminate Printing Service  
Run #2. Could be done by outside contractor. 30-40 bags daily.  
One run. Balance of service can be provided through other  
scheduled runs. Eliminate 1 courier, 1 truck driver.
5. ✓ Combine 1717 H Street runs and Washington mail shuttle making 1  
✓ run service. All agency components left in downtown area.  
Eliminates 1 courier, 1 truck driver.
6. ✓ Discontinue providing service for trash run. Belongs to Trans.  
division. Eliminates 1 truck driver.
7. ✓ Contract out for runs to P. O. boxes. *Also morning FBI's Delivery*  
No savings in personnel.
8. ✓ Combine Logistics morning to run with Pentagon run. No savings  
in personnel.
9. ✓ Assign Officer  to McCone full time. Duties to include  
morning newspaper. Hours to suit McCone.

STAT

Washington to Langley run	2 couriers	1 truck driver	4 trips d
PSD run #1	2 couriers		
Washington mail shuttle	2 couriers		
1717-1016			
Courier posts-Quarters Eye, R & S,			
1016, 1717, 7 floors New Building	11 couriers		

STAT

QCR Cable run RQM Câble run	1 courier	
Staff Duty Courier	1 courier	
Printing Services Div. Run #2	1 courier	1 truck driver
RIDD/P Pouch run	2 couriers	
Pentagon run	1 courier	
City run	2 couriers	
AEC run	2 couriers	
Post Office run		1 truck driver
A.M. Pouch run	2 couriers, 2 hrs.	
War Depot run	1 courier	
TS city run	1 courier	
SPOG	1 courier	

STAT

STANDBY COURIERS

Station 3 M.W.F. 3 hours/day  
AFTSC to DD/PTSC F 2 hours

}  
1  
+  
2

1 Courier

McCone News Paper 0500 daily  
A.M. Pouch run

}  
1  
+  
2

1 Courier

Plus Extra

05

4 Couriers

07